

## 2006 MTFP APPLICATION Government Agency Request



☒ To expedite this application, please complete entire application form.

Staff will complete shaded items.

Submission period closes March 15, 2006

1. STREET/PROPOSAL NAME: \_\_\_\_\_

2. REQUEST: ☐ Add Thoroughfare/Collector ☐ Delete T/C ☐ Realign T/C ☐ Reclassify T/C

## 3. PROJECT INFO.:

Appl. no.:

Lambert:

Census Tract:

School Dist.:

☐ Inside city limits

Key Map:

Zip Code:

City Council Dist.:

☐ ETJ

County:

Utility Dist.:

Co. Comm. Pcnt.:

## 4. PROJECT DATA:

Thoroughfare or Collector: \_\_\_\_\_

Total length (miles): \_\_\_\_\_

Total ROW width (feet): \_\_\_\_\_

## 5. GEOGRAPHIC:

North of:

East of:

South of:

West of:

## 6. DESCRIPTION OF PROPOSAL:

  
  
  


## 7. CONTACTS:

Owner/Agent:

Address:

Phone:

Fax:

City:

State:

Zip:

Applicant:

Address:

Phone:

Fax:

City:

State:

Zip:

Email:

## 8. ADDITIONAL CONTACT INFO:

2<sup>ND</sup> Name:

Phone:

Email:

(Continue on next page)

**9. SUBMITTAL REQUIREMENT CHECKLIST****MTFP**

Completed Application form	<input type="checkbox"/>
Letter to Director	<input type="checkbox"/>
Survey of proposed alignment	<input type="checkbox"/>
Area map	<input type="checkbox"/>
Notification Package	<input type="checkbox"/>
Title certificate	<input checked="" type="checkbox"/>

**LETTER TO DIRECTOR**

Provide the following information in letter format:

1. Stating why your proposal must be considered this year and how lack of consideration would impede plans to develop your property.
2. Explain, justify, and demonstrate the merits of the proposal to amend the Major Thoroughfare and Freeway Plan.
3. Describe the impact of the proposal on existing thoroughfares, the environment, the area surrounding the thoroughfare, and the Major Thoroughfare and Freeway Plan. These impacts and proposed mitigation of any adverse impacts must be addressed using appropriate studies, reports, and maps.
4. Explain how the proposal or the existing thoroughfare alignment directly affects your land.

**SURVEY OF PROPOSED ALIGNMENT**

The proposed alignment shown on a survey of the property at a scale of 1 inch = 400 feet.

**AREA MAP**

An area map at a scale of 1 inch = 1,000 feet, illustrating the existing major thoroughfare alignment and how the proposed change would affect the thoroughfare pattern in the general area. This map must also show current property ownership of those landowners affected by the proposal.

**NOTIFICATION PACKAGE**

1. A **list** of all affected property owners identified on the Area Map, including the property legal description as shown on the appraisal district record or tax statement.
2. A copy of the County **Appraisal District record** or tax statement for each affected property identified on the Area Map. Record or statement must be less than 30 days old when submitted.
3. One **stamped (not metered) envelope addressed** to each affected property owner identified on the above list and on the Area Map. The return address area must be left blank. Indicate the lot and block numbers, or reserve letters, corresponding to each property owner on the lower left-hand corner of the front of each envelope. Note that metered envelopes are not acceptable because the postage is valid only for the meter date. In cases in which the appraisal district records or tax statements show the same owner name and owner address for multiple property accounts, only one envelope is needed for that owner/address.

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## TITLE CERTIFICATE

A title certificate not more than thirty (30) days old, or a "nothing further" letter attached to the most recent title certificate, indicating you are the property owner(s). If you serve as agent for the interested property owner(s), a letter to authorize your representation should be provided.

**ALL MATERIALS MUST BE RECEIVED BY 5:00 P.M. MARCH 15, 2006. COMPLETED APPLICATIONS MAY BE MAILED OR HAND DELIVERED. MAKE SURE TO IDENTIFY YOUR SUBMITTED MATERIALS AS "MAJOR THOROUGHFARE AMENDMENT REQUEST."**

## To CONTACT US:

### Location

City of Houston  
Planning and Development Dept.  
Development Services  
611 Walker Street, Sixth Floor

**Telephone:** 713-837-7701  
**Fax:** 713-837-7994  
**Web site:** [www.houstonplanning.com](http://www.houstonplanning.com)

### Mailing Address

City of Houston  
Planning and Development Dept.  
Development Services  
P. O. Box 1562  
Houston, Texas 77251-1562